

Recommendations of the Park and Recreation Department Review Subcommittee

November 28, 2017

1. **The Park and Recreation Commission** should formulate a policy on vacations and overtime, so that employees take vacation during slow times for the department.
2. **The Park and Recreation Commission** should establish a dialog with other groups that provide overlapping recreation programming, such as the Library, school groups, and Senior Center, to encourage coordination and avoid duplication.
3. **The Board of Finance** should provide oversight on “field use” fund expenditures and review purchasing practices, similar to the activity account.
4. **The Park and Recreation Commission** should make the maintenance staff available to other departments to help with odd jobs and projects.
5. **The Park and Recreation Commission** should develop an outsourcing plan for certain functions to avoid costly one-offs and unplanned outsourcing.
6. **The Board of Selectmen** should give the maintenance staff responsibility for snow removal for 660 Morehouse for 2017/2018. **The Board of Selectmen** may review and revisit possibly adding Hellen Keller Middle School for the 2018/2019 year going forward. During a snow event, the maintenance staff should operate in coordination with the Director of Public Works and any over-time will be monitored and charged to the Public Works Department.
7. **The Park and Recreation Commission** should keep the Director and Programmer hours the same. The Secretary position should be revised to October 1 – March 31 ~ 15 hours per week: April 1 – September 30 ~ 20 hours per week.